

POSITION DESCRIPTION

Position Title:	Administrative Assistant
Remuneration:	Administrative Officer 4-5, pending experience
Status:	Permanent / Full Time
Location:	Newington
Responsible to:	Director of Clinical Services

Our Organisation

Family Planning Australia is the leading provider of reproductive and sexual health services in NSW. As an independent not-for-profit organisation we offer expert clinical care, information and advice for every body in every family as well as education and training and evidence-based research to support doctors, nurses and other professionals.

Family Planning Australia is committed to excellence in meeting the reproductive and sexual health needs of the community. We achieve this by providing best practice, accredited clinical services, enhancing the knowledge and skills of service providers, improving the body of knowledge about reproductive and sexual health through rigorous research and evaluation, and leading international development projects to promote the rights of marginalised people in developing countries.

Position Overview

The Administrative Assistant is an operational position responsible for providing support to the Clinical Services Directorate leadership team (Director of Clinical Services and Director of Nursing/Deputy Director of Clinical Services), with the support and direction of the Executive Assistant to the CEO.

The Administrative Assistant will assist the listed members of the executive in the delivery of their respective roles, with a focus on calendar management, meeting scheduling, communications, and event and travel coordination. They are expected to proactively manage competing priorities for the Directors to enable them to work more productively and efficiently and to provide secretariat support to meetings of the Directorate, ensuring that actions are progressed between meetings. Ad hoc support for the direct reports of the Directors, such as the Clinic Practice Managers and the Nursing Leadership team, may also be required.

This position would be suitable for a person hoping to transition to an advanced administration, operational and/or management career.

Selection Criteria

Essential

- Minimum 2 years' previous experience in an administration or business support role
- Proven planning, time management and organisational skills
- Strong interpersonal, negotiation, written and oral communication skills
- Ability to learn new concepts and apply those concepts to novel situations
- Comprehensive computer skills, including MS Office applications
- Discretion and judgement with the ability to maintain confidentiality
- Self-motivated, reliable and diligent
- Knowledge of office protocols in a professional environment
- Must have Australian working rights

Desirable

- Qualification(s) in administration, business, management, or related field, or equivalent experience

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- Experience in Health / not-for-profit / professional services environment valued
- High level Microsoft Office skills

Other requirements

- A Criminal Record Check is required prior to commencement in this role

Values

- FPA is a pro-choice organisation
 - Staff are expected to fully support an individual's right to choose regarding their pregnancy, whether that be parenting, adoption/foster care or abortion
 - As an abortion service provider, all staff at FPA are expected to actively participate in the provision of abortion services within the full scope of their role.
- Must support the Family Planning Australia values that champion the rights of every individual to make their own choices concerning their sexual and reproductive health and rights; in support of this we are:
 - Compassionate
 - Collaborative
 - Empowered
 - Bold

Key Responsibilities

- Organise appointments, meetings, workshops and similar, which may include maintaining the business and operational calendar for the Directorate, general diary management, collating meeting papers, and arranging travel
- Coordinate events, for example professional development sessions and conferences, by organising venues, catering, RVSP management etc.
- Document support, assisting with creating, formatting, and/or proof-reading papers and presentations, and providing diligent file management of the same
- Provision of secretariat function for Directorate committees including compiling agendas, minute taking and progress of actions between meetings
- Coordinate with appropriate stakeholders to ensure efficient flow of information between various committees
- Support Directorate with activity and workflow planning and delegations, as appropriate
- Undertake general administrative duties to ensure the efficiency of the unit/s in line with the approved policies and procedures of the organisation

Safety & quality

- Commit to maintain best practice by adhering to the scope and role boundaries as defined by Family Planning Australia
- Commit to on-going skill development to update knowledge and enhance skills
- Adhere to Family Planning Australia's defined escalation and delegation policies and systems
- Apply defined guidelines, policies, procedures and protocols applicable to the role
- Adhere to the Incident Management Policy to report and escalate any issues
- Commit to share knowledge and provide support and supervision to less experienced staff

Financial and resource management / administration

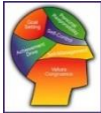
- Maintain appropriate resource allocation, and effective management and administrative practices, in accordance with organisational policies, processes and delegations of FPA

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Work health and safety

- All employees are responsible to ensure they work in a manner which minimises the risk of injury to themselves, other workers, clients and visitors
- Managers are responsible for ensuring that safe work practices are in place and all employees abide by safety instructions
- Any potential risk should be reported to the employee's manager immediately for investigation and remedy
- Any breaches of safety procedures must be reported through the incident management procedures and any employee found breaching safety requirements will be subject to disciplinary action which may include termination of employment

Family Planning Australia Capability Framework

Capability Group	Capability Name	Level Descriptor
Personal Attributes 	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	Act with Integrity Be ethical and professional, and adhere to the Family Planning Australia values	Adept
	Manage Self Show drive and motivation, a measured approach and a commitment to learning	Intermediate
	Value Diversity Show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships 	Communicate Effectively Communicate clearly, actively listen to others and respond with respect	Advanced
	Commit to Customer Service Provide customer centric services in line with organisational objectives	Adept
	Work Collaboratively Collaborate with others and value their contribution	Adept
	Influence and Negotiate Gain consensus and commitment from others and resolve issues and conflicts	Intermediate
Results 	Deliver Results Achieve results through efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability Be responsible for own actions, adhere to legislation and policy and be proactive to address risk	Intermediate
Business Enablers 	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate

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	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management Understand and apply effective planning, coordination and control methods	Foundational
People Management <i>(supervisory roles only)</i> 	Manage and Develop People Engage and motivate staff and develop capability and potential in others	Not applicable
	Inspire Direction and Purpose Communicate goals, priorities and vision and recognise achievements	Not applicable
	Optimise Business Outcomes Manage resources effectively and apply sound workforce planning principles	Not applicable
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	Not applicable

Verification

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position holder:

Name:

Signature:

Date:

Supervisor:

Name:

Signature:

Date: